

Houstonfirst

Job Posting

Position:	Public Relations Manager
FLSA:	Exempt
Department:	Partnership & Events Marketing
Reports to:	Director, Partnership & Events Marketing
Reporting Location:	701 Avenida de las Americas, Houston TX.77010
Workdays & Hours:	Monday through Friday, 8:00 a.m. - 5:00 p.m.

SUMMARY: Houston First Corporation's Partnerships and Event Development division is looking for a Public Relations Manager to help promote HFC partnership events. Houston First markets the city as a destination for leisure travel and conventions. The Partnerships and Event Development business unit's role is to lead commercial activities across Houston First Corporation (HFC). This includes generating revenues and resources, developing strategic partnerships and managing the creation, acquisition, operations, and growth of tradeshows, conferences and events held annually in Houston. These events include business-to-business **SpaceCom** and **Comicpalooza** for the general public and others. Additionally, the position will be working with the **World Petroleum Congress Organizing Committee**, the premier global oil & gas forum in the world, which will be held December 6-8, 2020 in Houston Texas for the first time in more than 30 years.

Scope: The Public Relations Manager will report directly to the Marketing Director and will be required to work with both internal and external resources, influencers, and decision makers. The ideal candidate will have experience working with a number of different industries, using varied communications strategies that support intended objectives with proven results. They must understand different audiences and communication channels, have excellent writing skills, be well spoken, organized, dependable, and flexible.

The Public Relations Manager will help develop and convey the organization's internal and external messages to media and other stakeholders in a proactive, compelling, and sometimes innovative, manner. The pace and required strategies will vary throughout the lifecycle of an event, requiring the candidate to adjust accordingly. The Public Relations Manager must maintain a positive and supportive attitude; be a self-starter, able to work independently; and be a positive contributor to a team environment, providing and receiving input.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS: (individual duties, assignments and responsibilities required of the position)

- Work effectively to cultivate positive and productive relationships with public relations firms, industry influencers, media partners and other stakeholders to help amplify positive messages about our event portfolio.
- Correspond with internal and external stakeholders to keep them informed of event developments
- Create or contribute to strategies that further increase show awareness
- Communicate with and track results from the media, media partners, and other interested parties regarding event announcements that deliver positive "earned media" about our events prior to and during the events
- Draft written materials and prepare presentations about the events, speakers and sessions as necessary

SUPERVISORY RESPONSIBILITIES: (personnel supervision, budgets, performance, etc.)

- This position has no supervisory responsibility

EDUCATION AND/OR EXPERIENCE: (special training, certifications, college degree, etc.)

- 5+ years-experience as a public relations or communications manager, either in an agency or for an employer. Agency experience is a plus, demonstrating the ability to work across different industries. Energy experience is also a plus.
- Bachelor's Degree in public relations, English, communications or marketing desired
- Existing understanding of Microsoft Office application

KNOWLEDGE, SKILLS AND ABILITIES: (technical, communication, interpersonal, etc.)

- Must be able to make effective written and oral presentations in a public setting.
- Proactive, deadline driven and goal oriented, excellent at owning and prioritizing tasks, understanding the time necessary to deliver before committing, and working with required resources effectively so that objectives are met
- Great attention to detail in all activities with a constant desire to deliver quality work
- Strong interpersonal, positive, and proactive communication skills
- Strong written/oral communications, research and proofreading skills
- Understand and follow AP Style guidelines
- Positively engage in a team environment
- Work a flexible schedule as needed
- Excellent networking skills

MISCELLANEOUS:

- Must pass a pre-employment drug test.

WORK ENVIRONMENT: (overtime, travel, physical demands, and conditions)

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- No major sources of discomfort; essentially normal office environment with acceptable lighting, temperature and air conditions.
- Ability to travel on a fairly regular basis.

ANNUAL SALARY:

Commensurate with experience

POSTING DATE:

January 9, 2020

CLOSING DATE:

Until filled

APPLICATION PROCEDURE:

- 1) Fill out a "CCSI Application" and attach a current resume
- 2) Submit both, application and resume, to Human Resources at hfjobapplications@houstonfirst.com

The individual selected for the position described above will be employed by Convention and Cultural Services, Inc., and in accordance with an existing Services Agreement, will perform services for Houston First Corporation.

An equal opportunity employer.